

## Annex Request Equipment

### What is project-specific equipment?

Project-specific equipment is equipment that does not qualify as "basic equipment" as defined by Article 4.2.2. of the NCCR Budget Guidelines (see below). Basic equipment is any equipment that is generally needed for administrative, management, or research activities, i.e. basic office equipment (standard notebooks, monitors, adapters, standard software, office supplies, etc.). Project-specific equipment can be paid with NCCR funds after submission and approval of the form at hand. Please keep in mind that any purchase over CHF 10k requires approval by the UZH Directorate Article 71. of the Finance Handbook of the University of Zurich (FHB-UZH).

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### Excerpt from the NCCR Budget Guidelines

#### **4.2.2 Basic equipment**

"Basic equipment" refers to the cost of purchasing and operating the basic equipment normally required for administration, management and research in the specialist area concerned. Examples of costs for basic equipment include:

- Buildings and building maintenance (including sanitation, electricity, water, heating, insurance, ICT networks)
- Maintenance and repair of non-project-specific instruments and equipment
- Renting premises
- Furniture and fittings
- Libraries, textbooks and subscriptions to journals
- Resources (including software) and items that form part of the basic equipment and normal operations of the scientific institution

Furthermore, the equipment and maintenance of the work stations for researchers, administration and management form part of the basic equipment. Office equipment, postage, telephone costs, copying costs, business translations and similar, as well as work computers and the accompanying software are not chargeable to any type of grant. The rules on charging for IT infrastructure are set out in section 4.3.6.

#### 4.3.6 Research equipment

Research equipment is always treated as a functional unit. For example, a microscope together with its associated special table and attached computer for analysis are all regarded as one unit. The following provisions do not apply to research equipment that is an agreed contribution to the NCCR under the terms of the NCCR Contract. Large sets of equipment and functional units that form an overall part of the usual fittings of an institute or laboratory in the NCCR's research field count as basic equipment (see 4.2.2) and may not therefore be charged to the NCCR. This refers in particular to the installation (or partial installation) of laboratories.

However, individual items of equipment that complement the existing equipment may be charged to the NCCR under the following conditions.

- Items of research equipment costing up to CHF 20,000 which will be used primarily for NCCR purposes may be purchased with SNSF funds.
- More expensive pieces of research equipment may be purchased with SNSF funds if the following conditions are met:
  - They are needed primarily to conduct experiments or investigations in the NCCR,
  - They do not replace existing equipment, unless the replacement adds important new functions.

Maintenance costs for research equipment that is mainly used in the NCCR can be settled via the funds available to the NCCR. Before items are purchased, it is recommended that the SNSF is consulted on whether the cost of the equipment is an eligible expense. In the third phase of an NCCR, the stipulation regarding primary use in the NCCR should be clarified with the SNSF in each individual case if the operating life of the item extends beyond the end of the NCCR.

### **PCs and IT hardware**

PCs/computers and IT hardware may be purchased with SNSF funds if the following conditions are met:

- They are not used as work station computers,
- They are used to conduct experiments, investigations or evaluations, such as processor-intensive modelling or analysis, or for controlling special apparatus and robots.